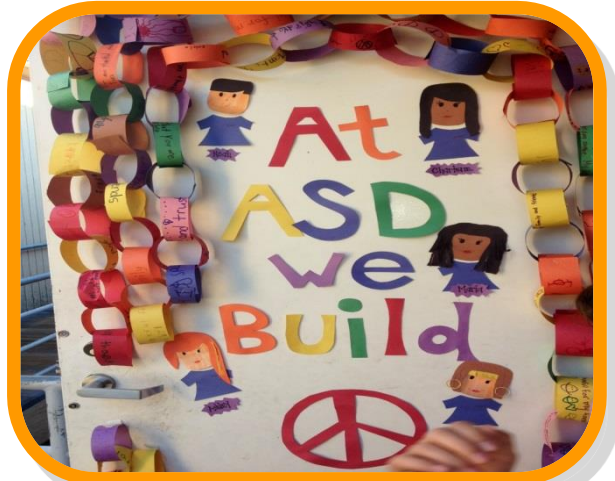


**City of Burbank  
Park, Recreation, and Community Services Department**

# **Afterschool Daze**

## **2013-2014**

### **Parent Handbook**



#### **Afterschool Daze Program**

McCambridge Recreation Center

1515 N. Glenoaks Blvd.

Burbank, CA 91504

818.238.5433

818.238.5378

[afterschooldaze@burbank.gov](mailto:afterschooldaze@burbank.gov)

# WELCOME TO AFTERSCHOOL DAZE

The Burbank Park, Recreation & Community Services Department would like to welcome you to Afterschool Daze, a supervised recreational program for Burbank elementary school children. At Afterschool Daze, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. We also are a participating member of the PeaceBuilders program. The 2013-2014 programs will be offered every school day, Monday through Friday, at Edison, Emerson, Jefferson and Miller Elementary Schools, and at Olive Park (servicing Disney Elementary School) and Verdugo Park (servicing Roosevelt and Stevenson Elementary Schools).

Burbank Park, Recreation & Community Services Department staff supervises the Afterschool Daze program with the support of the Burbank Unified School District. All communication regarding program activities and child absences must be directed to the Afterschool Daze staff, not to elementary school staff.

The City of Burbank is an active participant in the PeaceBuilders program which is based on six basic principles: to praise people, to give up put downs, to seek wise people, to notice and speak up about hurts caused, to right wrongs and to help others. The Park, Recreation and Community Services Department, along with the Burbank Unified School District and other community youth organizations, use this program in an effort to reinforce these principles throughout the city.

## PROGRAM ELEMENTS

### PROGRAM HOURS

The program hours cover regular dismissal time at your school including early Tuesday dismissals. **We do not have coverage available for "early birds" or early kindergarten release.** Supervision is provided to meet the school's "minimum day" needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The Afterschool Daze Program closes promptly at 6:00 p. m., late fees will be charged after 6p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings (tentatively Edison, Jefferson, Roosevelt, and Stevenson.)

The Afterschool Daze program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

## PROGRAM SCHEDULE

Daily program elements include free play, homework time, and recreational activities. The following is a typical daily schedule:

30 - 45 minutes	FREE PLAY
30 – 45 minutes	HOMEWORK TIME Children are required to do their homework unless they do not have homework or they are given written parent permission to do another quiet activity. <b><u>If a child does not have homework, he/she should bring a book or other quiet activity.</u></b> <b>All children will participate in quiet time during the homework period.</b>
60 minutes	ORGANIZED RECREATIONAL ACTIVITIES These activities may include sports, crafts, games, cooking, contests, science and occasional G or PG movies. Please talk to your site staff if you have any concerns regarding PG movies being viewed by your child.
30 minutes	FREE CHOICE of activities and clean up.

**\*\*Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.**

## PROGRAM PARTICIPANTS

This program is designed for kindergarten through fifth grade students. Children registered in Afterschool Daze must be enrolled in the school that the program is servicing. Approval of special arrangements must be made with the program director.

## REPORTING ABSENCES

**If your child will be absent from the Afterschool Daze program, you must notify the site staff one of the following ways:**

- On the previous day when you pick up your child
- Call McCambridge Recreation Center at (818) 238-5433 by **12:00 p.m.** on the day your child will be absent or leave a voice mail during non-operational hours.
- Email the child's name, the date of the absence and the school he/she attends.  
[afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)

Cooperation between parents and staff help insure the safest environment for the children. Excessive "no-calls" may result in your child being dismissed from the program.

## EMERGENCY INFORMATION

Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

## **MEDICATION**

If your child requires medication during program hours, you and your doctor must complete a Burbank Park, Recreation & Community Services Department Medication Release form. This form must be on file with the program director. Afterschool Daze staff will administer the medication **only** with this form on file.

## **DISCIPLINE POLICY**

To prevent the need for discipline, Burbank Park, Recreation & Community Services Department staff utilizes positive reinforcement techniques while communicating with the children. The Afterschool Daze staff recognizes and rewards appropriate behavior. We are active participants in the PeaceBuilders program, and use the program to teach responsibility, behavior and other characteristics to help prevent discipline problems. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, the staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning, a time out, and/or participation privileges taken away. Children may be asked to write a letter or draw a picture explaining their wrongdoing and why their behavior was wrong. Parents will be notified when the child misbehaves. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

## **CALENDARS**

Each Afterschool Daze site creates a monthly calendar of events to distribute to the children and parents. Calendars will consist of a variety of activities, ranging from arts, crafts, science, nature, cooking, physical activities or games, fitness, and PeaceBuilders activities. Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff. If your child requires medication during program hours (asthma, etc.), you and your doctor must complete a Burbank Park, Recreation & Community Services Department Medication Release form.

## **PERSONAL PROPERTY**

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to Afterschool Daze. Cell phones are not to be used during Afterschool Daze hours. Children using cell phones will be asked to put them away. The Burbank Park, Recreation & Community Services Department is not responsible for the children's personal belongings.

## **PHOTOGRAPHS**

The City of Burbank may use your child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

## **PARENT INVOLVEMENT**

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Afterschool Daze staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

Staff also appreciates donations of old children's books or games as well as craft materials (i.e. toilet paper rolls, margarine containers, baby food jars, etc.)

## **PARENT VOLUNTEER/VISITATION POLICY**

The City of Burbank Park Recreation and Community Services Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD program the City of Burbank does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment.

## **PRIORITY REGISTRATION**

Children who are enrolled in our program for the 2013/2014 school year will have priority registration for the 2014/2015 school year. Priority Registration forms and information will be distributed after your May payment is made. To receive priority registration, participants must be enrolled in Afterschool Daze for May 2014 and register for the 2014/2015 school year by the date given.

## **SCHOOL HOLIDAYS**

During Winter Break, Spring Break, and the summer, the Park, Recreation & Community Services Department offers day camp programs at various recreation centers. The day camp program is separate from the Afterschool Daze Program. A designated registration date, location and time will be determined for each activity. Look for more information at your site when camps become available or call McCambridge Park at (818) 238-5378 for further information.

Winter Break: December 23, 2013 -January 3rd, 2014

Spring Break: March 24-28, 2014

**On city-wide holidays, Afterschool Daze care will not be available.**

**Tentative City Holidays:**

Labor Day	September 2nd, 2013
Veteran's Day	November 11, 2013
Thanksgiving	November 28 and November 29, 2013
Martin Luther King, Jr. Day	January 20, 2014
President's Day	February 17, 2014
Memorial Day	May 26, 2014

## **PUPIL FREE DAYS**

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge Recreation Center for an additional fee. The fee generally ranges from \$25 to \$35. This supervision is open to Afterschool Daze participants only and must be registered for in advance. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the Afterschool Daze sites and at McCambridge Recreation Center. Pupil Free Days are subject to cancellation when enrollment is low.

**Tentative Pupil Free Days/All Day Care Provided: TBD**

## **STAFF**

The Afterschool Daze staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. The Burbank Park, Recreation & Community Services Department conducts monthly staff meetings as well as 2-3 In-Service Training sessions per year. The staff is enthusiastic and strives to make Afterschool Daze an exemplary program! All Afterschool Daze staff is CPR and First Aid certified.

The Recreation Leader at each site is the site supervisor of the Afterschool Daze program. The Recreation Leader is an experienced part-time member of the Park, Recreation & Community Services Department. Each Afterschool Daze site is staffed with one Recreation Leader and 1 or more Work Trainees who support and assist the Recreation Leader in all program activities.

## **SNACKS**

Snacks will **not** be provided on a daily basis. If you wish to send an after school snack for your child, please make sure his/her name is clearly marked on the container. There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

## **TAX I.D. NUMBER**

For tax purposes, our Tax I.D. number is **95-6000-683**. **Please keep records of your receipts and payments made. The Burbank Park, Recreation & Community Services Department does not distribute a cumulative total of yearly Afterschool Daze expenses.**

## **WITHDRAWAL FROM PROGRAM**

If you plan to withdraw your child from Afterschool Daze for any reason, please notify the program director and site staff as soon as possible. Every effort will be made to immediately fill your child's space on the site's roster from the waiting list. **Refunds will only be given with a 2-week notice that your child is leaving the program.** A \$10.00 refund processing fee will be charged. If you are on the credit card automatic payment plan, please call and notify the ASD administrative office immediately to prevent future charges.

# CHECK IN & CHECK OUT

## STUDENT CHECK-IN

Each participant will check him/herself into the program daily. Children must check in with staff immediately after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. If you and/or your child cannot be found, the police may be notified. Excessive “no-calls” for absences may result in your child being dismissed from the program.

Children are welcome to participate in school sponsored after school activities where the Afterschool Daze program is provided on campus. Consent form must be signed by the parent to allow the child to attend an on-campus activity. NOTE: children will be responsible for returning to Afterschool Daze on their own. Staff cannot retrieve students from afterschool activities.

Unfortunately, the Afterschool Daze program cannot accommodate transportation to/from afterschool activities at sites that are not located on school campuses. (Disney, Roosevelt, Stevenson). Parents are welcome to drop off their child to Afterschool Daze after the activity is over.

## RELEASING CHILDREN

**A parent or responsible adult (listed on registration card) must sign your child out.** Only the people listed on your emergency cards will be authorized to pick up your child. A photo I.D. will be required to verify the adult’s identification. Arrangements for other accommodations may be made with the program director.

If an unauthorized adult attempts to pick up your child or if the adult’s identification cannot be verified with a picture I.D., staff WILL NOT release your child to him/her. (Please remember that parents will need to show identification to the staff on the first few days of school as the staff might not know the parent.) If you need to add an adult for one day to your list of people authorized to pick up your child, you may FAX written permission for that adult to the program director prior to pick up (818) 238-5377. If you do not have access to a fax machine, you must speak with the program director. The director will verify your identity before accepting any additions to your “pick up” list.

The Afterschool Daze program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.

## COURT ORDERS

Parents are automatically authorized to pick up their children. The Afterschool Daze program can not restrict the rights of one parent at the request of the other parent without a copy of a custody order or court order affecting one parent's rights. Afterschool Daze will not violate a parent's custody rights without a court order. For Afterschool Daze to follow a court order, custody orders and/or restraining orders must be on file with the program director and submitted immediately upon parent possession.

# PROGRAM LOCATIONS

The Afterschool Daze program will take place on the school grounds of Edison, Emerson, Jefferson, and Miller Schools. Participants from Disney, Roosevelt and Stevenson will be picked up at their schools and will walk to their respective parks for the program. Students from Disney Elementary School meet at their school site and walk to Olive Recreation Center, 1111 W. Olive Avenue. Students from Roosevelt and Stevenson Elementary Schools will meet at their school site and walk to Verdugo Park, 3201 West Verdugo Avenue.

In case of inclement weather, the program will be held indoors in a room provided by the school or park site. In case of rain, the Olive and Verdugo Park programs will walk quickly to their park sites, and each person should bring an umbrella and rain gear. Parents are welcome to send a change of clothes with their children if wanted.

SCHOOL	WHERE THE CHILDREN MEET*	TIME	PICK UP LOCATION*
DISNEY (Olive Recreation Center)	Disney Lunch Shelter	2:20 p.m. 2:55 p.m.	Olive Recreation Center Room 5
EDISON	Lunch Shelter	2:55 p.m.	Lunch Shelter
EMERSON	Upper Lunch Shelter	2:20 p.m. 2:50 p.m.	Upper Lunch Shelter
JEFFERSON	Lunch Shelter	3:00 p.m.	Lunch Shelter or Upper Playground
MILLER	Room 8	2:20 p.m. 2:55 p.m.	Park/Playground Area Or Room 8
ROOSEVELT (Verdugo Park)	Lunch Shelter	2:55 p.m.	Verdugo Park Lower Assembly Building
STEVENSON (Verdugo Park)	Lunch Shelter	2:30 p.m. 2:55 p.m.	Verdugo Park Lower Assembly Building

\* Locations subject to change due to weather or unforeseen circumstances.  
Parents will be notified of a change of venue as soon as possible.



# PROGRAM FEES

## PROGRAM FEE

The cost of the Afterschool Daze program is \$130 per month (four weeks of care), when paid on time. Payments are due on or before the 25th of the previous month. This fee must be paid to hold your child's space regardless of attendance (this includes illness, holidays, family emergencies, etc.) There is no prorated fee. The fee remains the same regardless of any holidays or early dismissals. There is no fee assessed for the weeks of Winter and Spring Break.

Please make your payments at the Afterschool Daze site your child attends or at McCambridge Recreation Center. Fees may be paid in cash, check, money order or (Visa/Mastercard) credit cards. **Please make checks or money order payable to the "City of Burbank"**. A \$25 fee will be added to all returned checks.

McCambridge Recreation Center Office Hours:

Monday – Friday 9:00 a.m. - 9:30 p.m.

Saturday - Sunday 1:00 p.m. - 4:30 p.m.

If you wish, you may send your payment to:

McCambridge Park

ATTN: AFTERSCHOOL DAZE

P.O. Box 6459

Burbank, California 91510-6459

Payments made by mail must be postmarked by the 23rd of each month to insure their receipt on the 25th. If you would like to receive a receipt of your payment by mail, please enclose a self-addressed stamped envelope. Otherwise receipts will be returned to your ASD Site Leaders.

Parents are responsible for making payments on time. The staff will try to remind you when the payment deadline is approaching, but parents are ultimately responsible for ensuring that your payment is made on time. Please see enclosed Afterschool Daze Payment Plan for 2013/2014 for exact dates and details.

Payments are late if paid after the 25th of the each month. Payments made after the 25th are \$145 per month. If your payment is not made before the 1st of the current month and you have not contacted the staff or program director, staff will assume that your child no longer needs care, and your child may be dropped from the program.

## CREDIT CARD PAYMENTS

If you would like to charge your Afterschool Daze payments by credit card, you must complete a Credit Card Payment form. The City of Burbank accepts Visa and MasterCard. Payments will be processed automatically on the 25th of each month (or the next business day). One time credit card charges are also accepted. If your card is denied, you will be notified and required to submit your payment within 48 hours or you will be assessed the late payment charge. Payments may not be made over the phone.

## RECEIPTS

Most parents pay their Afterschool Daze fees at the program sites, but please be advised that payments are not receipted on site. At your site, payment receipts are handed out within a few days of your payment. If you need a receipt when your payment is made, please pay your fees at McCambridge Recreation Center. Please look over your receipt carefully. If you have any concerns regarding your receipt please talk to the staff at your Afterschool Daze site. **Please be aware that the Burbank Park, Recreation & Community Services Department does not distribute a yearly total of child care fees paid, so please keep your own receipts and cumulative total.**

## LATE FEES

The closing time of the program at each site is 6:00 p.m. You must pick up your child by this time. Late fees are charged starting at 6:01 and are due when your child is picked up. You will be charged \$5.00 per child for the first 15 minutes you are late picking up your child (ren) and an additional \$1 per minute per child thereafter. At the latest, all late fees are due with payments on the 25<sup>th</sup> of each month. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

## REFUNDS

If you withdraw your child from Afterschool Daze, a refund will be issued with a 2 -week notice of your child's termination from the program. Refunds will be prorated if necessary. A \$10 refund processing fee will be assessed.

## CHECK SERVICE CHARGE

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 service charge. Furthermore, you may be required to make all future payments in cash or by money order.

# 2013-2014 PAYMENT PLAN

Payment Due Date	Payment Due	Care for the weeks of
5/2013 (for August)	\$65	8/19, 8/26
8/25 (for September)	\$130	9/2, 9/09, 9/16, 9/23
9/25 (for October)	\$130	9/30, 10/7, 10/14, 10/21
10/25 (for November)	\$130	10/28, 11/4, 11/11, 11/18
11/25 (for December)	\$130	11/25, 12/2, 12/9, 12/16
<b>Weeks of 12/23, 1/3 <u>NO ASD</u> - Winter Recess Camp(separate fee)</b>		
12/25 (for January 2014)	\$130	1/6/2014, 1/13, 1/20, 1/27
1/25 (for February)	\$130	2/3, 2/10, 2/17, 2/24
2/25 (for March)	\$130	3/3, 3/10, 3/17, 3/31
<b>Week of 3/24 <u>NO ASD</u> - Spring Recess Camp(separate fee)</b>		
3/25 (for April)	\$130	4/7, 4/14, 4/21, 4/28
4/25 (for May)	\$130	5/5, 5/12, 5/19, 5/26
(for August) 2014/2015 School Year	<b>TBD</b>	

**Fees are determined by the number of weeks per school year. Although payments are made on a monthly basis, the fees apply to designated weeks, not necessarily calendar months.**

**\*Fees are not applied to winter recess or spring recess: Winter Recess is December 23 – Jan. 3rd. Spring Recess is March 24-28, 2014. Please see payment schedule listed above.**

## Late Payments (after the 25<sup>th</sup>): \$15

**Payments are due on or before the 25<sup>th</sup> of each month, even when the 25<sup>th</sup> falls on a weekend or a holiday.** A payment will be considered late if it is made after the 25<sup>th</sup> of the month, and a \$15 late fee will be charged. All payments must be made by the 1st of the month. Payments may be made in cash, checks, money orders, MasterCard or Visa.

Payments may be made at your child's Afterschool Daze site or at McCambridge Recreation Center, 1515 N. Glenoaks Blvd. on weekdays from 9:00 a.m. - 9:30 p.m. or weekends 1:00 - 4:30 p.m.

Payment for a child registered mid-month is prorated until month's end. Parents will then be charged the monthly rate.

# PHONE NUMBERS

## PROGRAM DIRECTOR & ADMINISTRATIVE STAFF

To speak with the program director or administrative staff, please call McCambridge Recreation Center or the Afterschool Daze line. The administrative staff can be reached until 6:30 p.m. Beyond regular business hours, you may leave a message on the Afterschool Daze voice mail, leave a message with night staff at McCambridge Recreation Center or send an email. If you would like to leave a voice mail beyond our regular business hours, please call the Afterschool Daze line only.

Program Director: Jenny Griffin

McCambridge Recreation Center: (818) 238-5378 Fax (818) 238-5377  
Afterschool Daze: (818) 238-5433 (*voice mail available before or after hours*)

Email: [Afterschooldaze@burbankca.gov](mailto:Afterschooldaze@burbankca.gov)

### McCambridge Recreation Center Office Hours

Monday - Friday 9:00 a.m. - 9:30 p.m.

Saturday - Sunday 1:00 - 4:30 p.m.

## ON-SITE STAFF

If you need to contact the Afterschool Daze staff or leave a message for them, please call McCambridge Recreation Center at (818) 238-5378, or the Afterschool Daze line for voice mail beyond our regular business hours (818) 238-5433, or email [Afterschooldaze@burbankca.gov](mailto:Afterschooldaze@burbankca.gov)

**Upon registration, each parent must sign the handbook acknowledgment form.**

**AFTERSCHOOL DAZE**

**PARENT'S HANDBOOK ACKNOWLEDGMENT**

You will receive the 2013-2014 Burbank Afterschool Daze Parent Handbook upon submitting your payment. Please read and sign the statement below. Your handbook will be delivered with your payment receipt.

I WILL READ THE HANDBOOK IN FULL BEFORE MY CHILD STARTS THE PROGRAM AND WILL MAKE SURE MY CHILD UNDERSTANDS THE CONCEPTS IN THE BOOK THAT PERTAIN TO PROGRAM PARTICIPANTS. IF I HAVE ANY QUESTIONS OR CONCERNS, I WILL CONTACT THE PROGRAM DIRECTOR AT McCAMBRIDGE RECREATION CENTER BEFORE MY CHILD STARTS THE PROGRAM.

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date